

**CHAPTER 2 – OWNER’S RESPONSIBILITIES**

- 1.0 The Owner will designate a representative authorized to act on the Owner’s behalf for the Project.
  - 1.1 If there is a committee formed by the Owner, one individual should be designated as the representative authorized to act on the Owner’s behalf for the Project.
  - 1.2 The Owner will identify the owner’s project team members.
- 2.0 The Owner will provide complete information and program requirements for the project.
- 3.0 The Owner will provide approvals and decisions as expeditiously as necessary for the orderly progress of the project architect/engineer’s services and work of the contractors.
- 4.0 The Owner will provide the project architect/engineer access to the premises as scheduled with the Owner.
- 5.0 The Owner will establish and update an overall budget for the Project, which will include the construction cost, the Owner’s other costs and reasonable contingencies related to all of these costs. The Owner will keep the project architect/engineer apprised of the project funding.
  - 5.1 Should the project funding be altered or terminated, the Owner will pay the project architect/engineer for work completed to date.
- 6.0 If the project is a renovation or addition, the Owner will provide to the project architect/engineer all available plans, specifications and other documentation.
- 7.0 The Owner will define all work to be done by in-house forces before and during the construction of this project.
- 8.0 The Owner will designate all items to be salvaged and the location(s) for storage.
- 9.0 The Owner will furnish a current survey describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site as required.
- 10.0 If required the Owner will be responsible for obtaining the services of a geotechnical survey when such services are requested by the project architect/engineer. Such services will include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials and ground contamination.
- 11.0 The Owner will be responsible for providing copies of structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials and other laboratory and environmental tests, inspections and reports the project architect/engineer.

**END OF CHAPTER 2**